



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

March 9, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-46

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Garnishment Fees and Withholding Changes

Effective March 19, 2001 with the implementation of the ISIS HR system, employees being garnished for support orders and creditor garnishments will have a garnishment fee of \$5.00 and \$3.00 respectively withheld from their pay check each pay period. This garnishment fee will be established and withheld for each active garnishment on the employee's ISIS HR system payroll record in accordance with LA Revised Statutes 46:236.3 and 13:3921. Fees will be collected by the Office of State Uniform Payroll and deposited into the state's Bond and Redemption Fund.

If garnishment fees are not currently being withheld, agencies must notify employees of these changes.

Employees with active garnishments may also see changes in the amount of their withholding due to changes in the calculation of disposable earnings. Processing through the Uniform Payroll System required agencies to manually calculate disposable earnings for most garnishment types. The ISIS HR system has been configured to uniformly calculate the maximum amount an employee may be garnished using limits as set by state and federal law. These standardized system calculations may result in a slight increase or decrease in the withholding amount that had previously been deducted.

If agencies have any questions or experience problems with employees concerning this matter, please contact a member of the Garnishment and Financial Administration Unit at (225):

Dora Duncan 342-5362
Laurie Lee 342-0716
Laura Odom 342-5332

Angel Vernon 342-0717
Cynthia Spann 342-5343

RSM:LAO